FIXED ASSET SYSTEM (FAS)..1

ENTERING ACQUISITIONS OF SINGLE OR MULTIPLE ASSETS..........1

FIXED ASSET SYSTEM (FAS)

ENTERING ACQUISITIONS OF SINGLE OR MULTIPLE ASSETS

INTRODUCTION

In This Chapter:
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- ✓ Acquisition by Purchase – Single Asset (from STARS)
- ✓ Acquisition by Purchase – Multiple Assets (from STARS)
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This chapter is written for data entry personnel.

ACQUISITIONS - WHAT ARE THEY?

An acquisition is the addition of a fixed asset to an agency. Most acquisitions are new or 'new-to-the-agency' assets. Acquisitions are generally either made on a cash or a non-cash basis.

For example, assets may be acquired by making a purchase, or when receiving a gift, entering into a lease agreement, self-constructing an item, acquiring a seized item, making a trade-in, or receiving a transfer from another fund or agency.

ACQUISITION METHODS

Assets are tracked in FAS as individual records, and an acquisition method indicator is assigned to each asset record describing how it was acquired.

The following table defines the indicators:

Indicator		Description
D	New Donation	Property received by an individual or non-state entity. New property. Usually, not previously owned or used.
E	Escheat	Property reverted to the state. Occurs rarely.
F	Federal Excess	Personal property of the Federal Government on loan to the State. The State does not have ownership. Property is usually recorded in FAS for inventory and insurance purposes only.
G	Used Donation	Property received by an individual or non-state entity. Usually, previously owned or used (second-hand).

I	Interagency Transfer	Property transferred from one fund or State of Idaho agency to another fund or State of Idaho agency.
L	Capitalized Lease	Property under contract where substantially all benefits and risks inherent in ownership of the property transfer to the State.
N	New Purchase	Property acquired by purchase in a fiscal period. The most common acquisition method.
O	Operating Lease	Property under contract, but not owned by the State. Property is usually recorded in FAS for inventory and insurance purposes only.
P	Federal Surplus	Personal property no longer needed by the federal government. Property may be donated to the State or acquired for a fee. The State will ultimately have ownership.
S	Seizure	Property confiscated by legal authority.
T	Traded In	Property acquired by giving in part or in-whole property or goods as payment. Occurs rarely.
U	Used Purchase	Property previously used or owned (second-hand).
X	Other	Property not described by other acquisition indicators. Occurs rarely.

SINGLE ASSET (FROM STARS) ACQUISITION BY PURCHASE

A single asset acquisition means that the record initiated in STARS is for **one asset only**. However, a STARS record can represent multiple acquisitions, as discussed later in this document.
Commonly used data element codes are described in the Quick Reference Guide. Click here for the Quick Reference Guide – it can be useful to bookmark or print because it has many of the required data elements and the values that you can enter for each.

TO SELECT THE RECORD FROM THE HOLD FILE

To begin the process for a single asset acquisition by purchase, do the following:

1. At the STARS Main Menu, type **F** (for FAS) and press ENTER.
2. Type **32** at the FAS Main Menu and press ENTER to access the Hold File.
3. Type **R** in the **FUNCTION** field.

4. Type the agency number (**AGENCY**) and then press ENTER to display a list of records, as shown in the example below.
    (Type **N** in the **FUNCTION** field and then press ENTER to 'scroll' to the next page of records.)
    NOTE: You can enter the agency number, the specific property number, and component number, and then press ENTER. The specific record (property and component number) should be first in the list.

S032 Example of records recalled (note the S/X and SRC columns)

```
VERSION 3.1                      FAS - HOLD FILE                      S032
FUNCTION: S (R=RECALL, F=FIRST, N=NEXT, P=PRIOR, S=SELECT)


AGENCY: 200  PROPERTY NO: SAFSTUD06   COMPONENT NO: 00


S/X PROPERTY   CMP SEQ   REF PROP   CMP   CUR DOC    ADT DATE    ADT AMOUNT
    TYPE   SRC  DESCRIPTION                         FAS TC   APP      STATUS
------------------------------------------------------------------------
_   0000052106 00  0001  0000052106 00   4058       10/05/2001     4000.00
    P     F    DIGITAL SAFE                         AP4      3           P
X   SAMFSTUD01 00  0001  SAMFSTUD01 00   SINGASMF   10/05/2001   150000.00
    R     S    BLDG ACQ MULTIFUND                   A02      3
_R     S    BLDG ACQ MULTIFUND                      A02      3           P


    SAMFSTUD02 00  0001  SAMFSTUD02 00   SINGASMF   10/05/2001   150000.00
                                              INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
```

5. Type an **S** in the **FUNCTION** field then press TAB until you reach the space in the **S/X** column, next to the record. See the example above
    (The **SRC** column for the record will show an **S** meaning that the record came from STARS. An 'F' in the SRC column means the record originated in FAS.)

6. Type either an **S** or an **X** in the space next to the record and press ENTER to open the screen as shown in the example below.

S033 Example - STARS Generated to FAS Data Entry Screen

```
VERSION 3.1              STARS GENERATED TO FAS DATA ENTRY SCREEN          S033


AGY: 200 PROP NO: 00COM33644 COMP NO: 00 SEQ NO: 0001   ADT AMT:      21476.00
ADT DT: 02032005 BFY:  2005   STATUS:    APP LVL: 0    REM AMT:       21476.00
-----------------------------------------------------------------------------
FUNCTION: ▢ (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS,
          Y=APPROVE, H=HOLD)
AGENCY : 200    PROP  NO: 00COM33644    COMP NO: 00   SEQ NO: 0001   AGY SFX:
FAS  TC: A02    REF PROP: 00COM33644   REF CMP: 00    STATUS:        OWNRSHP:
DSP MTH:        ADT  AMT:      21476.00 ACQ MTH:      CLS CD:        CLS SFX:
DISP % : 000    ADT DATE: 02032005     ST  MTH: 1    RSK MG:        COND CD:
QTY    : 0000001 INSRV DT:              AGY MTH: 1    U LIFE:        CAP IND: S
QTY UNT:        RPLC AMT:              INS IND:      SAL VAL:
LOCAT1 :        DESC:  FOUNDATION/ERECTION 80FT TOWER
LOCAT2 :                   PO NO  :             MODEL YR:      MFR:
LAST NM:                   FIRST  :             MID INIT:
SERIAL :                   LICENSE:             ODOMETER:
COMMENT:                                        CURR DOC: P0502015
DEPR DT:           ST DEPR:                     AGY DEPR:
INVNTRY:                              INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
ENTER = RETURN FRESH SCREEN  PF1 = RETURN FILLED SCREEN
PF3  = GO TO HOLDING FILE    PF7 = GO TO FUNDING SOURCE  PF8 = OPTIONAL FUNDING
```

TO ENTER DATA IN THE STARS GENERATED TO FAS DATA ENTRY SCREEN (S033)

1. In the record that opens, verify that the property number and component number are correct.

   ▪ Type a **C** (to change/update) in the **FUNCTION** field if the property and component numbers are correct.

   ▪ Type an A in the **FUNCTION** field if the property and component numbers are incorrect. Then type in a new property and component number.

2. Review the **FAS TC** (FAS Transaction Code) to be sure it reflects the asset class that has been acquired. Only 'RECORD THE PURCHASE OF AN ASSET FROM STARS' transaction codes A01, A02, A03 or A04 are allowed using S033.

   ▪ If the transaction code is correct for the asset class, no additional action is required.

   ▪ If the transaction code is incorrect for the asset class, change it by typing in the correct transaction code.

3. Press TAB through the **REF PROP** number and the **REF COMP** number.
   <u>CAUTION</u>: Do not change the **REF PROP** number and the **REF COMP** number in this process.

   ▪ Reference property and component numbers are the numbers entered in STARS that are passed to the FAS Hold File. They help preserve the audit trail of monies spent in STARS, (REM AMT on the record – see below) to the values on the FAS records.

   ▪ The reference numbers are required fields for transactions processed through S033 and are critical when processing multiple asset records. Note: The reference property/component number is also called the 'parent' or 'trailer' record.

4. Type the status in the **STATUS** field. (Refer to FAS Descriptor Table 06 to select the appropriate code.)

5. Type the one digit ownership code in the **OWNRSHP** field. (Refer to FAS Descriptor Table 23 to select the appropriate code.)

6. Press TAB to move past the **ADT AMT** field. (ADT AMT on Single asset purchases should remain the same value as the amount entered in STARS.)

7. Type the acquisition method in the **ACQ MTH** field. (Refer to FAS Descriptor Table 14 to select the appropriate code.)

8. Type the class code in the **CLS CD** field. (Refer to FAS Descriptor Table 02 to select the appropriate code.)

9. Type the current date in the **ADT DATE** field. (Use the 'mmddyyyy' format.)

10. Type a value (usually 1000) in the **RSK MG** field. (Refer to FAS Descriptor Table 21 for details about the Risk Management Bill Code.)

11. Type the condition code in the **COND CD**. (Refer to FAS Descriptor Table 05 to select the appropriate code.)

12. Type a quantity in the **QTY** field. Press TAB if needed to go to the next field.

13. Type the date that the asset was placed into service in the **INSRV DT** field. (Use the 'mmddyyyy' format.) NOTE: This could be the original acquisition date as long as it is in the current fiscal year.

14. The **AGY MTH** field will default to the method shown for your agency once the record is saved. Press TAB to move to the next field.

15. The **U LIFE** will be automatically generated with a default value based upon the class code. To override the default, simply enter a value. (Refer to FAS Descriptor Table 02 for details on the default useful life.). Press TAB to move to the next field.

16. Verify that the **CAP IND** (capital indicator) is correct. The capital indicator will be 'S' (Statewide when the ADT AMT is greater than $5,000 and the asset is owned by the State.), 'A' (Agency), or 'I' (Inventorial).

17. For personal property – e.g., machinery and equipment - leave the **QTY UNT** field blank. Press TAB to move to the next field.
    QTY UNT must be filled in (i.e., ACRE, SQFT, etc.) for <u>real property</u>, such as land, building, and improvements other than buildings.

18. Type the replacement value of the asset in the **RPLC AMT** field. (For new purchases, replacement value could be the same as the acquisition amount.) Press TAB to the next field.

19. Type the insurance code in the **INS IND** field. (Refer to FAS Descriptor Table 04 to select the appropriate code.).

20. Type the Location 1 code **LOCAT 1**. (Refer to FAS Descriptor Table 19 for your agency's five-digit codes.)

21. Type a description in the **DESC** field if desired.

22. Type up to eight characters in the **CUR DOC** field. (Because you are directly entering in FAS you may have to make up a number, or you could enter the current document number from the original STARS transaction.)

23. Fill in any other required fields (based on the Transaction Code entered). For example, vehicles require the **SERIAL**, **LICENSE**, **MODEL YR**, and **MFR** fields.
    NOTE: You may also enter optional information such as responsible name as determined by your agency.

24. Press F7 to review the **Funding Sources** screen S034 and verify the fund/budget unit/amount to be applied to this asset.

    ▪ The funding source segment is split into two sections, **REQUIRED FUNDING SOURCES** (S034) and **OPTIONAL FUNDING SOURCES** (S34A). Required Funding Sources Screen S034 contains budget unit, fund, fund detail, and amount, which are the only items you are now required to reconcile by when you split an extracted record into multiple property records.

    ▪ If your agency tracks assets by PCA, index, grant and phase, or project and phase, go to screen S34A by pressing F8 and review the information. Screen S34A does not require reconciliation when splitting an extracted record into multiple property records. This is an optional screen where you may make changes if needed. Press F6 to return to the S033 screen. If the required funding sources are correct, no additional action is required.

    ▪ If the required funding sources are incorrect, you will need to delete the record, do expenditure adjustments in STARS and enter the acquisition directly in FAS.

25. Once all required and agency-selected optional information has been entered. Press F1 or ENTER to post the record to the FAS Property File.

If you do not have acquisition release authority and have corrected all problems related to error messages, an 'INVALID APPROVAL LEVEL' message will display and the record will remain in an 'H' – hold status. The record will require an operator with the appropriate approval lever to release the transaction.

If you have acquisition release authority, the status of the FAS Hold File record will show a 'P', for successfully posted (i.e., the STATUS field in the reference area will be 'P').

Once a record is successfully posted, you can view it immediately in the FAS Property File (S040) and the Hold File.

MULTIPLE ASSETS (FROM STARS) ACQUISITION BY PURCHASE

A multiple asset acquisition means that more than one asset in the FAS Property File will be created with the one record initiated in STARS. Usually a multiple asset acquisition occurs when several products are purchased on one invoice. STARS combines the separate asset transactions into one record when the same property and component number is entered in STARS. When the record reaches FAS, it must be split into separate records for each asset.

In the STARS record, a generic property and component number should have been entered for the asset. This is referred to as the parent record, the reference property number, or the trailer record. For multiple assets, processing new numbers are added.

There are two approaches to processing multiple asset acquisitions:
- Directly process the transactions from the FAS Hold File that originated in STARS. This process is described in detail below.
- Delete the transaction from the FAS Hold File, then re-enter the information directly into FAS. To use the second approach, refer to the 'Deleting an Acquisition Record' and 'Acquisition by Purchase – FAS Direct Data Entry' sections.

TO ENTER DATA IN THE FAS DATA ENTRY SCREENS S032 AND S033

For the first approach, directly processing a multiple asset acquisition from the FAS Hold File that originated in STARS, do the following:
NOTE: You may need to enter multiple transactions into FAS, to fully allocate the asset amounts.

1. Prepare spreadsheets, similar to the following, to allocate Budget Unit/Fund/Amount:
   Example: Purchased 2 new computers x $10,000 each = $20,000:

Fund	Budget Unit	Amount
0001	SAAA	10,000
0365	SAAB	6,000
0450	SAAC	4,000

	Property Number	SAAA 0001	SAAB 0365	SAAC 0450	ORIGINAL AMOUNT
1	0000055551	10,000			10,000
2	0000055552		6,000	4,000	10,000
	TOTAL	**10,000**	**6,000**	**4,000**	**20,000**

2. Type **32** at the FAS Main Menu and press ENTER.

3. Type **R** in the **FUNCTION** field.

4. Type the agency number (**AGENCY**) and then press ENTER to display a list of records, as shown in the example below.
   (Type **N** in the FUNCTION field and then press ENTER to 'scroll' to the next page of records.)
   NOTE: You can enter the agency number, the specific property number, and component number, then press ENTER. The specific record (property and component number) should be first in the list.

S032 Example – FAS Hold File (note the S/X and SRC columns)

```
VERSION 3.1                     FAS - HOLD FILE                       S032
FUNCTION: S (R=RECALL, F=FIRST, N=NEXT, P=PRIOR, S=SELECT)

AGENCY: 200   PROPERTY NO: SAFSTUD06   COMPONENT NO: 00


S/X PROPERTY   CMP SEQ   REF PROP   CMP   CUR DOC    ADT DATE    ADT AMOUNT
    TYPE  SRC  DESCRIPTION                       FAS TC   APP      STATUS
--------------------------------------------------------------------------
_   SAFSTUD06  00  0001  SAFSTUD06  00   4058       10/05/2001     4000.00
    P     F                                     AP4      3           P
X   PUR10COMPS 00  0001  PUR10COMPS 00   SINGASMF   10/05/2001   150000.00
    R     S    COMPS ACQ MULTIFUND               A04      3
_   SAMFSTUD02 00  0001  SAMFSTUD02 00   SINGASMF   10/05/2001   150000.00
    R     S    BLDG ACQ MULTIFUND                A02      3           P
_   SAMFSTUD03 00  0001  SAMFSTUD03 00   SINGASMF   10/05/2001   150000.00
    R     S    BLDG ACQ MULTIFUND                A02      3           P
_   SAMFSTUD04 00  0001  SAMFSTUD04 00   SINGASMF   10/05/2001   150000.00
    R     S    BLDG ACQ MULTIFUND                A02      3
_   SAMFSTUD05 00  0001  SAMFSTUD05 00   SINGASMF   10/05/2001   150000.00
    R     S    BLDG ACQ MULTIFUND                A02      3           P


                                   INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
```

5. Type an **S** in the **FUNCTION** field then press TAB until you reach the space in the **S/X** column, next to the record.

6. Type either an **S** or an **X** in the space next to the record and press ENTER to open the S033 screen shown below.
    Note the highlighted **REM AMT** and the **PROP NO** and **REF PROP** fields.

S033 Example - STARS GENERATED TO FAS DATA ENTRY SCREEN

```
VERSION 3.1          STARS GENERATED TO FAS DATA ENTRY SCREEN       S033

AGY: 200 PROP NO: PUR10COMPS COMP NO: 00 SEQ NO: 0001  ADT AMT:    20000.00
ADT DT: 02032005 BFY:  2005   STATUS:    APP LVL: 0   REM AMT:     20000.00
--------------------------------------------------------------------------
FUNCTION:  (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS,
           Y=APPROVE, H=HOLD)
AGENCY : 200      PROP  NO: PUR10COMPS   COMP NO: 00 SEQ NO: 0001 AGY SFX:
FAS  TC: A04      REF PROP: PUR10COMPS   REF CMP: 00 STATUS:    OWNRSHP:
DSP MTH:          ADT  AMT:      20000.00 ACQ MTH:   CLS CD:    CLS SFX:
DISP % : 000      ADT DATE: 02032005     ST  MTH: 1 RSK MG:     COND CD:
QTY    : 0000001 INSRV DT:               AGY MTH: 1 U LIFE:     CAP IND: S
QTY UNT:         RPLC AMT:               INS IND:   SAL VAL:
LOCAT1 :          DESC:  NEW COMPUTER PURCHASE
LOCAT2 :                 PO NO  :                MODEL YR:    MFR:
LAST NM:                 FIRST  :                MID INIT:
SERIAL :                 LICENSE:                ODOMETER:
COMMENT:                                         CURR DOC: P0502015
DEPR DT:          ST DEPR:                       AGY DEPR:
INVNTRY:                                INTERRUPT:
INTERRUPTED FUNCTION RESTARTED
PLEASE ENTER FUNCTION
ENTER = RETURN FRESH SCREEN  PF1 = RETURN FILLED SCREEN
PF3  = GO TO HOLDING FILE   PF7 = GO TO FUNDING SOURCE  PF8 = OPTIONAL FUNDING
```

7. Type an **A** in the **FUNCTION** field and enter the 'new' property number and component number for the asset being added.
(Remember that a generic number (i.e.'PUR10COMPS') was used to get the transaction from STARS through to FAS. Type an unused property number (i.e. '0000055551') and component number.)

```
VERSION 3.1            STARS GENERATED TO FAS DATA ENTRY SCREEN        S033

AGY: 200 PROP NO: PUR10COMPS COMP NO: 00 SEQ NO: 0001  ADT AMT:      20000.00
ADT DT: 02032005 BFY:  2005   STATUS:     APP LVL: 0   REM AMT:       20000.00
-----------------------------------------------------------------------------
FUNCTION: A (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS,
            Y=APPROVE, H=HOLD)
AGENCY : 200      PROP  NO: 0000055551      COMP NO: 00 SEQ NO: 0001 AGY SFX:
FAS  TC: A04      REF PROP: PUR10COMPS      REF CMP: 00 STATUS:      OWNRSHP:
```

8. Review the **FAS TC** (transaction code) to be sure it reflects the asset class that has been acquired. Only the 'RECORD THE PURCHASE OF AN ASSET FROM STARS' transaction codes A01, A02, A03 or A04 are allowed using screen S033.

   ▪ If the transaction code is correct for the asset class, no additional action is required.

   ▪ If the transaction code is incorrect, change it by typing in the correct transaction code.

9. Press TAB through the **REF PROP** number and the **REF COMP** number. CAUTION: Do not change the **REF PROP** number and the **REF COMP** number in this process.

   ▪ Reference property and component numbers are the numbers entered in STARS that are passed to the FAS Hold File. They help persevere the audit trail from the monies spent in STARS (e.g., REM AMT on the record – see below) to the values allocated to records in FAS.

   ▪ The reference numbers are required fields for transactions processed through S033 and are critical when processing multiple asset records. Note: The reference property/component number is also called the 'parent' or 'trailer' record.

```
VERSION 3.1              STARS GENERATED TO FAS DATA ENTRY SCREEN         S033

AGY: 200 PROP NO: PUR10COMPS COMP NO: 00 SEQ NO: 0001  ADT AMT:      20000.00
ADT DT: 02032005 BFY:  2005   STATUS:     APP LVL: 0   REM AMT:       20000.00
-----------------------------------------------------------------------------
FUNCTION: A (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS,
            Y=APPROVE, H=HOLD)
AGENCY : 200      PROP  NO: 0000055551      COMP NO: 00 SEQ NO: 0001 AGY SFX:
FAS  TC: A04      REF PROP: PUR10COMPS      REF CMP: 00 STATUS:      OWNRSHP:
```

10. Type **U** in the **STATUS** field.

11. Type the one character ownership code in the **OWNRSHP** field. (Refer to FAS Descriptor Table 23 to select the appropriate code.)

12. Press TAB to go to **ADT AMT** and enter the acquisition amount.
    Be careful! Type the amount for each computer, e.g., $10,00000.00, on each individual record so that the entire remaining amount (**REM AMT**) on the record is not posted to just one asset.

13. Type the acquisition method in the **ACQ MTH** field. (Refer to FAS Descriptor Table 14 to select the appropriate code.)

14. Type the class code in the **CLS CD** field. (Refer to FAS Descriptor Table 02 to select the appropriate code.)

15. Type the current date in the **ADT DATE** and. (Use the 'mmddyyyy' format.)

16. Type a value (usually 1000) in the **RSK MG** field. (Refer to FAS Descriptor Table 21 for details about the Risk Management Bill Code.)

17. Type the condition code in the **COND CD**. (Refer to FAS Descriptor Table 05 to select the appropriate code.)

18. Type a quantity in the **QTY** field.

19. Type the date that the asset was placed into service in the **INSRV DT** field. (Use the 'mmddyyyy' format.) NOTE: This could be the original acquisition date as long as it is in the current fiscal year.

20. The **AGY MTH** field will default to the method shown for your agency once the record is saved. Press TAB to move to the next field.

21. The **U LIFE** will be automatically generated with a default value based upon the class code. To override the default, simply enter a value. (Refer to FAS Descriptor Table 02 for details on the default useful life.). Press TAB to move to the next field.

22. Verify that the **CAP IND** (capital indicator) is correct. The capital indicator will be 'S' (Statewide when the ADT AMT is greater than $5,000 and the asset is owned by the State.), 'A' (Agency), or 'I' (Inventorial).

23. Type a **QTY UNT** (e.g., ACRE, SQFT, etc.) for **real property**, such as land, building, and improvements other than buildings. For personal property – machinery and equipment leave the **QTY UNT** field blank.

24. Type the replacement amount value in the **RPLC AMT** field and. (For new purchases, the replacement value could be the same as the acquisition amount.).

25. Type the insurance indicator code in the **INS IND** field. (Refer to FAS Descriptor Table 04 to select the appropriate code.)

26. Type the Location 1 code in the **LOCAT 1** field. (Refer to FAS Descriptor Table 19 for your agency's five-digit codes.)

27. Type a description in the **DESC** field if desired.

28. Fill in any other required fields (based on the Transaction Code entered). For example, vehicles require the **SERIAL**, **LICENSE**, **MODEL YR**, and **MFR** fields.
NOTE: You may also enter optional information such as responsible name as determined by your agency.

29. Type up to eight characters in the **CUR DOC** field. (Because you are directly entering in FAS you may have to make up a number, or you could enter the current document number from the original STARS transaction.).

30. Press F7 to review the **STARS to FAS Multiple Funding Sources** screen S034 and verify the fund/budget unit/amount to be applied to this asset.

   ▪ The funding source segment is split into two sections, **REQUIRED FUNDING SOURCES** (S034) and **OPTIONAL FUNDING SOURCES** (S34A). Required Funding Sources Screen S034 contains budget unit, fund, fund detail, and amount, which are the only items you are now required to reconcile by when you split an extracted record into multiple property records.

Continuing the example above, the S034 funding source screen for the purchase of the two computers is shown below, as it would first be displayed in FAS:

```
VERSION 3.1              STARS TO FAS MULTIPLE FUNDING SOURCES            S034


AGY/SFX: 100    PROP NO: PUR10COMPS COMP NO: 00 SEQ: 0001 AMT:     10000.00
FAS  TC: A04    DESCRIPTION: FISCAL ASST FILE CABINETS


            FUND DT        BUDG UNIT              AMOUNT
--------------------------------------------------------------------------
SOURCE  1:  0001            SAAA                         10000.00
SOURCE  2:  0365 __         SAAB                          6000.00
SOURCE  3:  0450 __         SAAC                          4000.00
SOURCE  4:  ____ __         ____
```

You then have to change the funding information to reflect the cost of each computer. Below is the example of the funding source screen updated to reflect the purchase of <u>one computer</u> - property number 0000055551. Note that the information in the Source 2 and Source 3 fields has been deleted. (To do this, press TAB to those fields and use the DELETE or END key to delete the information in the fields.):

```
VERSION 3.1              STARS TO FAS MULTIPLE FUNDING SOURCES            S034

AGY/SFX: 100    PROP NO: 0000055551 COMP NO: 00 SEQ: 0001 AMT:     10000.00
FAS  TC: A04    DESCRIPTION: FISCAL ASST FILE CABINETS


            FUND DT        BUDG UNIT              AMOUNT
--------------------------------------------------------------------------
SOURCE  1:  0001            SAAA                         10000.00
SOURCE  2:  ____ __         ____
SOURCE  3:  ____ __         ____
```

NOTE: If your agency tracks assets by PCA, index, grant and phase, or project and phase, go to screen S34A by pressing F8 and review the information. Screen S34A does not require reconciliation when splitting an extracted record into multiple property records. This is an

optional screen where you may make changes if needed. Press F6 to return to the S033 screen.

31. Once all required and agency-selected optional information has been entered, press F1 or ENTER to post the record.

   ▪ If you do not have acquisition release authority, an 'INVALID APPROVAL LEVEL' message will display in the message section.

   ▪ If you have acquisition release authority, the 'REMAIN AMT NOT ZERO' message should display in the message section of the data entry, indicating that the amounts have not yet been fully allocated.

   ▪ With either message, the status of the FAS Hold File record will display an 'E' for error, until all transactions are entered (i.e., the remaining amount is fully allocated).

32. Repeat steps 8 – 35 for the remaining assets and funding source information.

Continuing the example above, the remaining amount (**REM AMT**) is $10,000 after property number 0000055551 is updated. This is the remaining amount for the second computer.

```
VERSION 3.1              STARS GENERATED TO FAS DATA ENTRY SCREEN            S033

AGY: 200 PROP NO: PUR10COMPS COMP NO: 00 SEQ NO: 0001   ADT AMT:      20000.00
ADT DT: 02032005 BFY:  2005    STATUS: E   APP LVL: 0   REM AMT:      10000.00
```

Once the **REM AMT** field is $0 and all Fund/Budget Unit remaining amounts are $0, you have successfully posted the last record. The FAS Hold File status will reflect 'P' for posted.

Below is the example of remaining amount after property number 0000055551 for $10,000.00 and 0000055552 for $10,000.00 are updated:

```
VERSION 3.1              STARS GENERATED TO FAS DATA ENTRY SCREEN            S033

AGY: 200 PROP NO: PUR10COMPS COMP NO: 00 SEQ NO: 0001   ADT AMT:      20000.00
ADT DT: 02032005 BFY:  2005    STATUS: P   APP LVL: 0   REM AMT:         00.00
```

NOTE: If you do not have acquisition release authority you will get an 'INVALID APPROVAL LEVEL' message. You will need to exit the record and have the record released by a FAS operator with the appropriate approval level.

ACQUISITIONS BY PURCHASE - FAS DIRECT DATA ENTRY S035

Asset acquisitions that originate in FAS are input from the FAS data entry screen S035, and then stay in the FAS Hold File until removed in the nightly process. The types of acquisitions originating in FAS are:

- Acquisition by Donation

- Acquisition by Purchase

- Acquisition by Transfer From Another Fund or Agency

- Add records from a Prior Period

The section below will focus on acquisitions by purchase. For other acquisition types and transaction codes, refer to the FAS Transaction Codes for Data Entry.

TO ENTER DATA IN THE FAS DIRECT DATA ENTRY SCREEN S035

1. Type **35** at the FAS Main Menu and press ENTER. See the example below.

S035 Example – FAS Direct Data Entry Screen

```
VERSION 3.1                    FAS DIRECT DATA ENTRY                      S035


FUNCTION:   (R=RECALL, A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PREVIOUS,
             Y=APPROVE, H-HOLD)
 AGENCY :        PROP  NO:           COMP NO:    SEQ NO:    AGY SFX:
 FAS  TC:                                        STATUS:    OWNRSHP:
 DSP MTH:       ADT   AMT:           ACQ MTH:    CLS CD:    CLS SFX:
 DISP % :       ADT DATE:            ST  MTH:    RSK MG:    COND CD:
 QTY    :       INSRV DT:            AGY MTH:    U LIFE:    CAP IND:
 QTY UNT:       RPLC AMT:            INS IND:    SAL VAL:
 LOCAT1 :          DESC:
 LOCAT2 :                   PO NO  :            MODEL YR:      MFR:
 LAST NM:                   FIRST  :            MID INIT:
 SERIAL :                   LICENSE:            ODOMETER:
 COMMENT:                                       INVNT DT:
 CUR DOC:
 DEPR DT:             ST DEPR:                   AGY DEPR:
 POSTING STATUS:        REQUIRED APPROVAL LEVEL:


                                        INTERRUPT:



 ENTER = RETURN FRESH SCREEN  PF1 = RETURN FILLED SCREEN
 PF3   = GO TO HOLDING FILE   PF7 = GO TO FUNDING SOURCE  PF8 = OPTIONAL FUNDING
```

2. Type an **A** in the **FUNCTION** field.

3. Type the **AGENCY** number.

4. Type the **PROPERTY NO** (property number), and **COMPONENT NO** (component number) of the asset being added.

5. Type the **SEQ NO** (sequence number).
    NOTE: If this is the first record for a given asset in the FAS Hold File, use '0001'. If this is the second record on that same asset in the FAS Hold File, use '0002' and so on.

6. Type the **FAS TC** (transaction code). Determine which transaction code to use based on the class of the asset being added. (Refer to FAS Descriptor Table 15.) The transaction code will fall within the A11-A14 range.
    NOTE: For other acquisition types, refer to the FAS Transaction Codes for Data Entry.

7. Type the status code in the **STATUS** field. Most often, you will select 'U', because you are placing the new asset into use. (Refer to FAS Descriptor Table 06 to determine the appropriate code.)

8. Type the one digit ownership code in the **OWNRSHP** field. (Refer to FAS Descriptor Table 23 to determine the appropriate code.)

9. Type the value in the **ADT AMT** field.

10. Type the acquisition method in the **ACQ MTH** field. (Refer to FAS Descriptor Table 14 to select the appropriate code.)

11. Type the class code in the **CLS CD** field. (Refer to FAS Descriptor Table 02 to select the appropriate code.)

12. Type the date you received the asset in the **ADT DATE** field. (It must be entered in the format mmddyyyy.)

13. Type a risk management bill code in the **RSK MG** field, normally **1000**. However, if your agency gets multiple bills from Risk Management, refer to FAS Descriptor Table 21 to determine the appropriate code.

14. Type the condition code in the **COND CD** field to indicate the condition of the fixed asset. (Refer to FAS Descriptor Table 05 to select the appropriate code.)

15. Type the quantity of the asset(s) in the **QTY** field. Quantity must be a whole number greater than 0 - decimals are not allowed.

16. Type the in-service date in the **INSRV DT** field. Most assets are placed into service at the time of acquisition, so type in the same date as the acquisition date.

17. Determine if you need to enter the agency depreciation method (**AGY MTH**). If this field is left blank, FAS will default to the method shown for your agency in the STARS Organizational Control Table (25). To override the default, type in the appropriate code: **1** (straight-line), **2** (double declining balance), or **3** (sum of the years digits).

18. A default useful life (**U LIFE**) value will be automatically applied based upon the class code you selected earlier. If you need to change this, simply enter the value in the U LIFE field. (Refer to FAS Descriptor Table 02 for details on the default useful life.) However, this value must fall within the useful life range for the class as defined in FAS Descriptor Table 16.

19. The **CAP IND** will default to the appropriate value when the record is saved (when F1 is pressed).

20. Type a quantity in the **QTY UNT** field (e.g., ACRE, SQFT, etc.) for real property such as land, building, or improvements other than buildings. If the asset is personal property machinery and equipment, leave the **QTY UNT** field blank.

21. Type the replacement value of the asset in the **RPLC AMT** field. The replacement amount is used for Risk Management's insurance purposes. This value represents the amount of money required to replace the asset in the event of a casualty loss.

22. Type the insurance indicator code in the **INS IND** field. (Refer to FAS Descriptor Table 04 to select the appropriate code.)

IMPORTANT: If you are acquiring an automobile, an insurance indicator of 'A', 'B', or 'O' must be entered to satisfy the requirements of Risk Management.

23. Type the location 1 code in the **LOCAT 1** field. (Refer to FAS Descriptor Table 19 for your agency's five-digit codes.)

24. Fill in any other required fields (based on the Transaction Code entered).
NOTE: You may also enter optional information such as responsible name or a description of the asset, as needed by your agency.

25. Press F7 and enter the **FUND**, **FUND DETAIL**, **BUDGET UNIT**, and **AMOUNT** information into the FAS **Direct Multiple Funding Sources Screen** (S036).
NOTE: If your agency tracks assets by PCA, index, grant and phase, or project and phase, press F8 to go to the FAS **Direct Optional Funding Sources Screen** (S36A). Fill in the fields that your agency uses. Press F6 to return to the S035 screen.

26. Once all required and agency-selected optional information has been entered, press F1 or ENTER to save the record.

If you do not have acquisition release authority and all problems related to error messages have been corrected, an 'INVALID APPROVAL LEVEL' message displays. You will need to exit the record and have the record released by a FAS operator with the appropriate approval level.

If you have acquisition release authority, the status of the record on S035 or the record in the FAS Hold File record should reflect 'P' for successfully posted.

Once a record has been successfully posted, it can be viewed in the FAS Property File (S040), but remember it will take a system process to permanently post the asset.

ACQUISITION RELEASES

The operator with acquisition release authority will need to do the following:

1. At the STARS Main Menu, type **F** (for FAS) and press ENTER.

2. Type **32** at the FAS Main Menu and press ENTER.

3. Type **R** in the **FUNCTION** field, enter the **agency number** (if it is not already entered), and press ENTER to recall the held records.
   NOTE: You may want to enter the **agency number**, the specific **property number**, and **component number**, then press ENTER. The specific asset (property and component number) will be first in the list.
   (Type **N** in the **FUNCTION** field and then press ENTER to 'scroll' to the next page.)

4. Type an **S** in the **FUNCTION** field then press TAB until you reach the space in the **S/X** column, next to the record you want.

5. Type either an **S** or an **X** in the '_' (space) next to the record and press ENTER to display the record on the data entry screen.

6. Review the selected record.

   ▪ If the record is correct, type a **Y** (Y = APPROVE) in the **FUNCTION** field and press F1 or ENTER. The POSTING STATUS on the record should reflect 'P' for posted.

   ▪ If the selected record is incorrect, exit the record. Notify the data entry person of the necessary changes. Once the changes are made, bring up the record and approve it as described above.

7. Press F3 to return to the Hold File, or press F2 to return to the STARS Main Menu. If you have more than one record to release from the Hold File, type an **N** in the **FUNCTION** field and press ENTER for the next group of records to appear.

DELETING AN ACQUISITION RECORD

Occasionally, it may be necessary to delete an acquisition record from the FAS Hold File. The following are examples of these occasions:

- The asset is less than the $2,000 inventorial amount.

- You have been notified that the wrong funding sources were used when the record was entered into STARS and it needs to be deleted rather than processed.

- You delete a multiple asset acquisition originating in STARS so you can process it as an acquisition originating in FAS. For some people, processing multiple asset acquisitions is easier this way.

- After the remaining amount is zero on a multiple asset process using FAS Data Entry Screen 33, you may delete the records you do not want to track in FAS.

To delete an acquisition record from the FAS Hold File, do the following:

1. Type **32** at the FAS Main Menu and press ENTER.

2. Type **R** in the **FUNCTION** field.

3. Type the agency number (**AGENCY**) and then press ENTER to display a list of records, as shown in the example below.
   (Type **N** in the FUNCTION field and then press ENTER to 'scroll' to the next page of records.)
   NOTE: You can enter the agency number, the specific property number, and component number, then press ENTER. The specific record (property and component number) should be first in the list.

4. Type an **S** in the **FUNCTION** field then press TAB until you reach the '_' space in the **S/X** column, next to the record.

5. Type either an **S** or an **X** in the space next to the record and press ENTER to display the record on the data entry screen.

6. The record will be recalled in either S033 or S035, depending where it originated. If the record is the one you want to delete, type D in the **FUNCTION** field and press F1 or ENTER.
   The POSTING STATUS (located in the bottom left corner) on the record should reflect '**D**' for deleted. Also, the status of the record will change from a '**P**' to a '**D**' in the FAS Hold File.